

# **TOWN OF LA POINTE POSITION OPENING**

## **ZONING ADMINISTRATOR ASSISTANT Part Time Position (800 hrs/year)**

Maximum pay rate \$12.54 (DOQ)

### **Duties:**

- Act as Assistant to the Zoning Administrator, Recording Secretary to the Town Plan Commission, and Secretary to the Board of Appeals
- Perform numerous clerical tasks
- Assist the public in a helpful, courteous and professional manner.
- Attend evening meetings as scheduled

**Must be computer literate.**

Application and Job Description are available at [www.townoflapointewi.gov](http://www.townoflapointewi.gov) or at the La Pointe Town Hall. RESUMES ARE WELCOME.

You may contact the Zoning Administrator, Jen Croonborg-Murphy, with questions at (715)747-2707 (office), (715) 209-0199 (cell), or [lapointeza@cheqnet.net](mailto:lapointeza@cheqnet.net).

**Applications are due March 28, 2013 4:00 P.M.**

**The Town of La Pointe is an Equal Opportunity Employer**